SBIR REMINDER SHEET
(PHS 6246-1)

> After reading all instructions in this SBIR/STTR Phase I Grant Solicitation,
> use the following reminders to ensure that the application meets the requirements for submission.

❐ **Have you typed the application according to the "Type Size" specifications that must be observed throughout the application?**

❐ **Does the application contain no more than 25 allowable pages as described in "Limitations on Length of Application " in Section IV A?**

❐ **Have you completed all items on the Face Page of the application, including Items 7a (Direct Costs) and 7b (Total costs of direct + indirect + fixed fee)?**

❐ **Have you completed the necessary items on the Checklist page (Form Page 5) of the application?**

❐ **Have you included letters of commitment from collaborators and consultants in the application?**

❐ **The grant application should be assembled in the following order:**

- ♦ **Cover Letter** — encouraged, but not a requirement.
- ♦ **Face Page** — first page of application.
- ♦ **Abstract of Research Plan** — Form Page 2.
- ♦ **Budget for Phase I** — Form Page 3. DO NOT SUBMIT FOR APPLICATIONS REQUESTING UP TO $100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary.
- ♦ **Budget Justification** — Form Page 4 (required for ALL applications).
- ♦ **Biographical Sketch and Bibliography**.
- ♦ **Introduction** (revised application only — limited to one page).
- ♦ **Research Plan** (includes LITERATURE CITED).
- ♦ **Letters From Consultants and Collaborators.**
- ♦ **Checklist** — Form Page 5 and next-to-last page of signed, original application, but last page to be numbered.
- ♦ **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.

❐ **Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:**

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Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
(301) 435-0715; Fax: (301) 480-1987

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